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Reference 2 b (1)

A. PROJECTS

(1) All PP/PM and Support projects as well as occasional large FI projects usually having important support implications are sent to SSA-DD/S for Support Staff coordination and review before submittal to DD/P for approval or forwarding by him to higher authority. The SSA(Comptroller) is charged with the responsibility for accomplishing the review and coordination required of the SSA-DD/S.

(2) Each such project is carefully scrutinized by SSA(Comptroller) and checked for Personnel, Logistics, PAPS, Commercial, Legal, Budget and other appropriate Support considerations. A check sheet, for signature and comment by each such Support component involved and by SSA-DD/S, is executed for each project and is available for future reference in an official file in the office of the SSA(Comptroller). Representative samples of these check sheets (4) are attached.

(3) In addition to certifying the availability of funds from his own records and judging the appropriateness of the source or transfer of funds, the SSA(Comptroller) secures the signature of either the Covert Budget Branch, Chief, Budget Division or the Comptroller, as circumstances indicate, before recommending concurrence by SSA-DD/S.

(4) DD/P relies completely on this SSA-DD/S review and will not consider any project for approval or forwarding to higher authority without knowledge that such staffing has been completed thus indicating that the project can be supported.

B. PROGRAMS

(1) All operational programs are given a thorough review by SSA(Comptroller) to determine (a) that they are mathematically accurate, (b) that continuing projects listed therein are included at figures conforming to the existing funding authority, and (c) that the total figure shown for each year agrees with the monetary ceilings issued by PPC.

(2) This is in addition to the Support capabilities review conducted by the Special Planning Assistant to the DD/S.

Reference 2 b (2)

(1) Audit Reports are received from the Audit Staff in three copies. Reports involving Proprietary Projects are directed to the operational component responsible for the activity for action, with a copy to the

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Commercial Staff. Reports involving [REDACTED] and other projects are 25X1A directed to the operational component responsible for the activity for action. Reports involving field stations are forwarded to the Area Division concerned for information and/or action as indicated by the Audit Report. Copies of all Audit Reports involving projects for which administrative plans have or should be written are made available to Projects Administrative Planning Staff for review and information.

(2) On those reports requiring action of the DD/P, follow-up with the responsible component is maintained until report of action taken is received. The action report is transmitted to the Audit Staff to clear the DD/P requirement.

Reference 2 b (3)

(1) Proposed regulations and notices originating in the Comptroller's office are referred to SSA(Comptroller) for coordination through the DD/P area. Copies of the proposed publication are forwarded to each DD/P component for review and comments.

(2) At such time as all DD/P component comments are received, the DD/P position with regard to the publication is prepared and forwarded through SSA(Publications Control) to the Executive Officer, DD/P for signature.

Reference 2 b (4)

(1) Claims cases originating in the DD/P components are submitted to SSA-DD/S for staffing prior to transmittal to DD/S for approval. The staffing responsibility for claims cases rests with the SSA(Comptroller) and consists of a review and verification of the circumstances involved, referral to the Finance Division for verification of the amounts involved, referral to Office of General Counsel representatives for a legal position on the case, and submission to SSA-DD/S for concurrence prior to transmittal to DD/S for consideration. In those cases which are obviously not appropriate for approval, a denial memorandum to the component concerned is prepared for signature by the SSA-DD/S.

(2) Write-off cases originating in the DD/P components are forwarded to SSA-DD/S for staffing prior to submission to the Board of Review for Shortages and Losses. The staffing responsibility for write-off cases rests with the SSA(Comptroller) and consists of a review of the material supporting the request to determine that it is factual and clearly stated, referral of the case to Finance Division for verification of the amounts

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involved, and where appropriate, referral to the Office of General Counsel for a legal position regarding the case. In those cases involving less than \$500.00 which are submitted in accordance with CFR 1.4(d), final action is taken by the SSA-DD/S after completion of the staffing referred to above.

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